



UL STUDENTS' UNION
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University of Lincoln Students' Union Executive Committee

Minutes of the meeting of the Executive Committee
Held on Wednesday 30th August 2012 at 10.00 am
In the Students' Union Board Room

Present:

Jennine Fox, President (Chair)
Wesley Wells, Vice President Academic Affairs
Andrew Twagira, Vice President Welfare & Diversity
Loryn Good, College Rep' – College of Arts

Also in attendance

James Brooks, Chief Executive
Ian Johnston, Interim Deputy Chief Executive
Amanda Marshall, Executive Assistant

1. Apologies for Absence

- Apologies for absence were received from Hugh Lound, Student Officer, Rebecca Rock, Dan Sam, Francesca Anderson, Officer for Students, Tom Candy, College Rep – College of Science and Francesca Anderson, Officer for Students

2. Minutes of Previous Meeting

Noted:

- The minutes of the meeting held on 15 August 2012 were agreed as an accurate record

3. Matters Arising

7. Student Feedback from GOATing

Societies

Noted:

- All societies and details of their joining instructions are listed on the SU website.

8. Campuses

Action:

- Chair to obtain a written agreement from Hull University Union confirming the arrangements for University of Lincoln students on the Hull campus
- Chair to chase up tour for Lincoln students

11. Project Updates

Pep Rally

Noted:

- SU Staff are to be invited to attend the PEP Rally

Noted:

- Dan Sam to invite staff if spaces are available, when final numbers are confirmed

Action:

- Wesley Wells to circulate a list of rep' vacancies

15. Any Other Business

Regional NUS Meet-Up 31 August 2012

Agreed:

- This event will be re-arranged at a later date

Open Days

Agreed:

- The Executive agreed that they would use the Annual Calendar as a planning tool to ensure a minimum of one full-time officer and a maximum of two full-time officers would be present at each University Open Day (29 September, 10 and 20 October 2012)

Accommodation

Noted:

- A meeting is due to take place later today to discuss the long term strategy to support students
- The Students' Union is to produce an information leaflet to give to students when moving in

Action:

- VP Welfare & Diversity Andrew Twagira to speak to Marketing & Communications Manager Ross Ironfield to see if it is possible to produce this leaflet for Fresher's

4. TOP 6 Feedback

Noted:

- The Student Written Submission is due to be sent out on Monday 3 September 2012

Student Representatives on University Committees

Noted:

- The University has asked the Students' Union to provide 5 students on each University committee (ie first year, second year, third year, postgraduate research and postgraduate taught).
- VP Academic Affairs Wesley Wells has advised the University that training will be required for all these representatives

Action:

- President to raise resourcing for this at Annual Conversation

5. Student Feedback from GOATing

Noted:

- Due to VP Welfare & Diversity's efforts a student (with disabilities) was allowed to graduate

Home Students Association

Noted:

- College of Arts representative Loryn Good advised Exec' that the University of Birmingham has a home students' association in place, and as a home student herself has started a home students group for University of Lincoln home students.
- She has promoted this group on Facebook and through other groups of which she is a member
- Exec' will be kept updated on ongoing progress
- Home students have made lots of comments on Fresher's pages

6. **Campuses**
Riseholme
Action:
- President to forward email previously sent to Andrew Atherton regarding facilities at Riseholme, to Andrew Hunter
7. **Democracy Update**
Student Representatives
Noted:
- Senior Student Rep' training is due to take place on 26 September 2012
 - VP Academic Affairs Wesley Wells is to check if Riseholme rooms can still be booked
 - He plans to bring in an external trainer from NUS for senior and course rep' training and is due to have a meeting about this on Wednesday 5 September 2012
 - Confirmation of attendance at course rep' training has been received from some academics
- Elections**
Noted:
- A note of congratulations was given to Francesca Anderson and Gooleswari Seeburn for being elected as part-time officer trustees.
8. **Finance**
Noted:
- There is an overspend of approximately £3k on all budgets
 - Chief Executive James Brooks is to speak with Professional Services Finance Manager Catherine Connell regarding changing the format and presentation of the budgets
- Agreed:**
- 'Finance' will be moved to the 'mid month' Executive Committee meetings to ensure that up to date figures are available
9. **Exec Reports**
Received:
- The Executive Committee received a verbal update on all submitted Exec' reports
- Noted:**
- Apologies were received from the Chair as an Exec' report has not been completed
10. **Projects Update**
Graduation Ball
Noted:
- Just under 1200 tickets have been sold for the Graduation Ball
 - The Students' Union will have stalls in the Castle grounds for the week of graduation (3-7 September 2012)
- Fresher's Week**
Noted:
- All Fresher's activities are up on the whiteboard in the SU Board Room
- Pep Rally**
Noted:
- Food will be provided at the Pep Rally, and inflatables have been ordered

Noted:

- The manager of the Pavillions accommodation is willing to promote Students' Union and Engine Shed events, providing that the promotional material takes the form of posters, and not leaflets (as these can cause a littering problem) and that at least a week's notice is given
- The Students' Union hopes to be able to utilise the large space in the Pavillions accommodation in the future, and it was suggested that good relations be maintained in order to facilitate this in the future

Employability & Enterprise Week

Noted:

- No update to receive

13. SU Calendar Review

Noted:

- The Executive agreed that no more discussion on the Annual Calendar was required

Action:

- Officers to ensure they insert dates in diaries and the Annual Calendar as soon as possible
- VP Academic Affairs Wesley Wells to arrange a meeting with Ben Ball, University Residential Services Manager, Jane Kilby – SU Volunteering Co-ordinator and Judith Carey – Director of Student Services regarding Sunday 16 September 2012 and student accommodation

Carholme Community Gala

Noted:

- The Gala is due to take place on Sunday 23 September 2012 (notably the final Sunday of Fresher's Week)
- The venue is the Grandstand in Lincoln, whereas in previous years it has been held at the community school
- Promotional literature has advertised this event taking place at the community school
- A request for 100 posters and 2500 leaflets has been made of the SU
- Interim Deputy Chief Executive/Activities Development Manager Ian Johnston has been assisting with the carrying out of risk assessments for the event
- There will be an SU stall at the Gala to promote the SU's services and it was suggested that an activity be put on to generate interest, as historically the Gala has lacked suitable activities
- Interim Deputy Chief Executive/Activities Development Manager Ian Johnston is to invite the University to attend the Gala, and Councillor Neil Murray is to meet with the Vice Chancellor
- An email will be sent out to all sports clubs and societies by the end of the week to see if they would like to participate
- Volunteers to be requested at SU's departmental meetings

14. Communications Priorities

Agreed:

- Graduation Ball & Senior Representatives

15. Any other business
Extension of Intern contract
Agreed:

- Representation Intern Kirsty Barnes' contract to be extended from 1 January 2013 to 1 April 2013, to bring the role into line with other intern roles in the Students' Union

Home Students Group

Noted:

- All members of Exec' were requested to advertise and promote the newly launched Home Students Group

Representation Manager: Rebecca Rock

Noted:

- A message of thanks and goodbye was noted for Representation Manager Rebecca Rock, who is due to leave the Students' Union at close of business on 30 August 2012

16. Date of next meeting

Noted:

- The next meeting of the Executive Committee will take place on Thursday 13th September 2012 at 2.00 pm in the SU Board Room

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(Chair)

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Date

Confirmed